

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is:
www.GSAAdvantage.gov

GSA Consolidated Federal Supply Schedule

Standard Industrial Groups: C520 and C874

SIN C520-11 Accounting
SIN C520-11RC

SIN C874-1 Integrated Consulting Services
SIN C874-1RC

SIN C520-12 Budgeting
SIN C520-12RC

SIN C874-6 Acquisition Management Services
SIN C874-6RC

SIN C520-13 Complementary Financial Management Services
SIN C520-13 RC



1555 Wilson Blvd., Suite 600, Arlington, VA 22209

Office: 1-800-685-2313 • Cell: (571) 331-1355 • Fax: (202) 315-3261
www.miraclesystems.net

Business size: Small 8(a) Disadvantaged Business

Contract Number: GS-00F-037CA

Effective: February 5, 2015 through February 4, 2020

Pricelist current through Modification #0002, dated March 31, 2015

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:
www.fss.gsa.gov

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CUSTOMER INFORMATION

1a. Table of awarded special item numbers (SINs) & Recovery SINs:

SIN	Recovery	SIN Description
C520-11	C520-11RC	Accounting
C520-12	C520-12RC	Budgeting
C520-13	C520-13RC	Complementary Financial Management Services
C874-1	C874-1RC	Integrated Consulting Services
C874-6	C874-6RC	Acquisition Management Support

1b. Price list and rates: See specific pricing tables for labor rates.

1c. Labor Category descriptions and qualifications: See specific labor category descriptions pricing tables.

2. Maximum order: \$1,000,000.00 (the Maximum Order Threshold is not a ceiling on order size).

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.

5. Point(s) of production (city, county, and State or foreign country):

Miracle Systems, LLC
1555 Wilson Blvd., Suite 600
Arlington, VA 22209
Office: 1-800-685-2313 • Fax: (202) 315-3261

6. Discount from list prices or statement of net price: All prices herein are net government prices.

7. Quantity discounts: None

8. Prompt payment terms: 0% Net 30 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): Not applicable.

- 11a. Time of delivery:** Time of delivery is specified in negotiated delivery/task orders.
- 11b. Expedited Delivery:** Not applicable
- 11c. Overnight and 2-day delivery:** Not applicable. Time of delivery is specified in negotiated delivery/task orders.
- 11d. Urgent Requirements:** Not applicable. Time of delivery is specified in negotiated delivery/task orders.
- 12. F.O.B. point:** Destination.
- 13a. Ordering address.**
Miracle Systems, LLC
1555 Wilson Blvd., Suite 600
Arlington, VA 22209
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address.**
Miracle Systems, LLC
1555 Wilson Blvd., Suite 600
Arlington, VA 22209
- 15. Warranty provision:** Not applicable.
- 16. Export packing charges, if applicable:** Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** The Government purchase card is accepted above the micro-purchase threshold.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):**
Not applicable.
- 19. Terms and conditions of installation (if applicable):**
Not applicable.
- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable.
- 20b. Terms and conditions for any other services (if applicable):** Not applicable.

- 21. List of distribution points (if applicable)**
Miracle Systems, LLC
1555 Wilson Blvd., Suite 600
Arlington, VA 22209
Office: 1-800-685-2313 • Fax: (202) 315-3261
- 22. List of participating dealers (if applicable):** Not applicable.
- 23. Preventive maintenance (if applicable):** Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and can be found at www.miraclesystems.net. The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Number System (DUNS) number:** 133239397
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.**
Miracle Systems, LLC has registered with the Central Contractor Registration database. The CAGE code is **8ASY4**.

Miracle Systems is a Virginia-based, SBA-certified 8(a) business enterprise. Miracle Systems is an ISO 9001-2008 Certified and CMMI-II externally appraised firm. We offer a variety of Accounting and Financial services to Federal agencies. We provide total accounting support including transaction processing, system setup and support, and comprehensive financial reconciliation and reporting.

We provide leading edge solutions and outstanding mission-oriented business integration services to our Federal clients, including:

- Management consulting for C-level officers
- Strategic and tactical planning
- Business process analysis and improvements
- Policy studies and development assistance
- Subject matter expertise in financial office policies and Federal regulation compliance
- Life-cycle acquisition management, including contract closeouts and grants management

PRICING FOR SINs C520-11, C520-12, C520-13, C874-1 AND C874-6

SIN	Awarded Labor Category	Minimum Education	Min. Exp.	Site	Year 1 2/5/15- 2/4/16	Year 2 2/5/16- 2/4/17	Year 3 2/5/17- 2/4/18	Year 4 2/5/18- 2/4/19	Year 5 2/5/19- 2/4/20
C520-11	Financial Program Director	Bachelors	10	Both	\$171.32	\$175.09	\$178.94	\$182.88	\$186.90
C520-11	Accounting Personnel III	Bachelors	7	Both	\$150.72	\$154.04	\$157.43	\$160.89	\$164.43
C520-11	Accounting Personnel II	Bachelors	5	Both	\$129.08	\$131.92	\$134.83	\$137.79	\$140.82
C520-11	Accounting Admin. Support	Bachelors	2	Both	\$66.88	\$68.35	\$69.86	\$71.39	\$72.96
C520-11	Contracting Personnel	Bachelors	5	Both	\$117.34	\$119.92	\$122.56	\$125.25	\$128.01
C520-11	Business Cost Estimating III	Bachelors	7	Both	\$132.82	\$135.74	\$138.72	\$141.78	\$144.89
C520-11	Financial Management Analyst IV	Bachelors	8	Both	\$139.81	\$142.88	\$146.03	\$149.24	\$152.52
C520-11	Financial Management Analyst III	Bachelors	6	Both	\$111.25	\$113.70	\$116.20	\$118.76	\$121.37
C520-11	Financial Management Analyst II	Associates	5	Both	\$95.59	\$97.69	\$99.84	\$102.04	\$104.28
C520-11	Acquisition Financial Management Specialist III	Bachelors	6	Both	\$124.77	\$127.52	\$130.32	\$133.19	\$136.12
C520-11	Sr. Financial Analyst	Bachelors	5	Both	\$102.31	\$104.56	\$106.86	\$109.21	\$111.62
C520-11	Financial SME	Bachelors	10	Both	\$147.67	\$150.92	\$154.24	\$157.63	\$161.10
C520-12	Financial Program Director	Bachelors	10	Both	\$171.32	\$175.09	\$178.94	\$182.88	\$186.90
C520-12	Accounting Personnel III	Bachelors	7	Both	\$150.72	\$154.04	\$157.43	\$160.89	\$164.43
C520-12	Accounting Personnel II	Bachelors	5	Both	\$129.08	\$131.92	\$134.83	\$137.79	\$140.82
C520-12	Accounting Administrative Support	Bachelors	2	Both	\$66.88	\$68.35	\$69.86	\$71.39	\$72.96
C520-12	Contracting Personnel	Bachelors	5	Both	\$117.34	\$119.92	\$122.56	\$125.25	\$128.01
C520-12	Business Cost Estimating III	Bachelors	7	Both	\$132.82	\$135.74	\$138.72	\$141.78	\$144.89
C520-12	Financial Management Analyst IV	Bachelors	8	Both	\$139.81	\$142.88	\$146.03	\$149.24	\$152.52
C520-12	Financial Management Analyst III	Bachelors	6	Both	\$111.25	\$113.70	\$116.20	\$118.76	\$121.37
C520-12	Financial Management Analyst II	Associates	5	Both	\$95.59	\$97.69	\$99.84	\$102.04	\$104.28
C520-12	Acquisition Financial Management Specialist III	Bachelors	6	Both	\$124.77	\$127.52	\$130.32	\$133.19	\$136.12
C520-12	Sr. Financial Analyst	Bachelors	5	Both	\$102.31	\$104.56	\$106.86	\$109.21	\$111.62
C520-12	Financial SME	Bachelors	10	Both	\$147.67	\$150.92	\$154.24	\$157.63	\$161.10
C520-13	Financial Program Director	Bachelors	10	Both	\$171.32	\$175.09	\$178.94	\$182.88	\$186.90
C520-13	Accounting Personnel III	Bachelors	7	Both	\$150.72	\$154.04	\$157.43	\$160.89	\$164.43
C520-13	Accounting Personnel II	Bachelors	5	Both	\$129.08	\$131.92	\$134.83	\$137.79	\$140.82
C520-13	Accounting Administrative Support	Bachelors	2	Both	\$66.88	\$68.35	\$69.86	\$71.39	\$72.96
C520-13	Contracting Personnel	Bachelors	5	Both	\$117.34	\$119.92	\$122.56	\$125.25	\$128.01
C520-13	Business Cost Estimating III	Bachelors	7	Both	\$132.82	\$135.74	\$138.72	\$141.78	\$144.89
C520-13	Financial Management Analyst IV	Bachelors	8	Both	\$139.81	\$142.88	\$146.03	\$149.24	\$152.52
C520-13	Financial Management Analyst III	Bachelors	6	Both	\$111.25	\$113.70	\$116.20	\$118.76	\$121.37
C520-13	Financial Management Analyst II	Associates	5	Both	\$95.59	\$97.69	\$99.84	\$102.04	\$104.28
C520-13	Acquisition Financial Management Specialist III	Bachelors	6	Both	\$124.77	\$127.52	\$130.32	\$133.19	\$136.12
C520-13	Sr. Financial Analyst	Bachelors	5	Both	\$102.31	\$104.56	\$106.86	\$109.21	\$111.62
C520-13	Financial SME	Bachelors	10	Both	\$147.67	\$150.92	\$154.24	\$157.63	\$161.10
C874-1	Business Project Manager	Bachelors	10	Both	\$113.96	\$116.47	\$119.03	\$121.65	\$124.32
C874-1	Business Management Analyst I	Bachelors	3	Both	\$51.12	\$52.25	\$53.40	\$54.57	\$55.77
C874-1	Business Management Analyst III	Bachelors	2	Both	\$85.92	\$87.81	\$89.74	\$91.71	\$93.73
C874-1	Business Management Analyst IV	Bachelors	3	Both	\$101.15	\$103.37	\$105.64	\$107.97	\$110.34
C874-1	Business Management Analyst V	Masters	4	Both	\$131.71	\$134.61	\$137.57	\$140.59	\$143.69
C874-1	Senior Supervisor Manager	Bachelors	6	Both	\$102.17	\$104.42	\$106.71	\$109.06	\$111.46
C874-1	Senior Business Finance Consultant	Bachelors	3	Both	\$99.14	\$101.32	\$103.55	\$105.82	\$108.15
C874-1	Business Finance Consultant	Bachelors	2	Both	\$92.53	\$94.57	\$96.65	\$98.77	\$100.95
C874-6	Business Project Manager	Bachelors	10	Both	\$113.96	\$116.47	\$119.03	\$121.65	\$124.32

Miracle Systems, LLC

SIN	Awarded Labor Category	Minimum Education	Min. Exp.	Site	Year 1 2/5/15- 2/4/16	Year 2 2/5/15- 2/4/16	Year 3 2/5/15- 2/4/16	Year 4 2/5/15- 2/4/16	Year 5 2/5/15- 2/4/16
C874-6	Business Management Analyst I	Bachelors	3	Both	\$51.12	\$52.25	\$53.40	\$54.57	\$55.77
C874-6	Business Management Analyst III	Bachelors	2	Both	\$85.92	\$87.81	\$89.74	\$91.71	\$93.73
C874-6	Business Management Analyst IV	Bachelors	3	Both	\$101.15	\$103.37	\$105.64	\$107.97	\$110.34
C874-6	Business Management Analyst V	Masters	4	Both	\$131.71	\$134.61	\$137.57	\$140.59	\$143.69
C874-6	Senior Supervisor Manager	Bachelors	6	Both	\$102.17	\$104.42	\$106.71	\$109.06	\$111.46
C874-6	Senior Business Finance Consultant	Bachelors	3	Both	\$99.14	\$101.32	\$103.55	\$105.82	\$108.15
C874-6	Business Finance Consultant	Bachelors	2	Both	\$92.53	\$94.57	\$96.65	\$98.77	\$100.95

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Accounting Admin Support	01020 – Administrative Assistant	2005-2103

Labor Category Descriptions – Minimum Education and Experience Requirements

Labor Category Descriptions for SINs C520-11, -12, and -13

Financial Program Director

Minimum Education: Bachelor's degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: 10 years' experience in leading and providing technical direction to financial type projects; a demonstrated ability to provide guidance and direction for multiple financial projects; designing, implementing, and managing Federal government financial management engagements; and the capability to manage multi-task projects of high complexity. The Financial Program Director has professional certifications in fields of his or her expertise, which may include, but not be limited to, CPA, GAAP, cost accounting systems, etc. Possesses a mix of experience in financial management, accounting, budgeting, cost estimating, strategic planning and execution, and other related areas.

Functional Responsibilities: The Financial Project Director provides the primary interface with client management personnel regarding strategic issues, such as CFOs. He or she directs the completion of financial projects within estimated time frames and budget constraints, coordinates efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Financial Project Director also delivers, presents, and leads strategic level client meetings. Performs management of overall contract support operations involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills, and has authority and responsibility to identify and commit resources required to support customers.

Accounting Personnel III

Minimum Education: Bachelor's degree in business, accounting, finance or other discipline relevant to management of large, complex accounting programs and projects. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: 7 years of progressively responsible experience in leading engagements, demonstrated ability to manage an accounting project and to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of extensive responsible experience in accounting, budgeting, management analysis, or other financial management areas.

Functional Responsibilities: Accounting Personnel III interfaces with the client on a day-to-day basis, directs the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for

quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team's conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Accounting Personnel III possesses in-depth knowledge of Federal financial and accounting policies, processes, and standards. Must possess experience in working with multi-year/no- year appropriations and differing appropriations, and understand budgetary and proprietary accounting principles and also delivers presentations and leads client meetings.

Accounting Personnel II

Minimum Education: Bachelor's degree in business, accounting, finance or other discipline relevant to management of large, complex programs. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: 5 years of progressively responsible experience in performing and participating in accounting-type engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of type projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

Functional Responsibilities: Accounting Personnel II provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day- to-day basis. In addition, an Accounting Personnel II applies their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings, and keep a record of those actions to track workload and forecast for future resourcing.

They also have knowledge of Federal financial, acquisition, and accounting policies, processes, and standards, and are experienced in working with multi-year/no-year appropriations and differing appropriations, and understanding of budgetary and proprietary accounting principles.

Accounting Administrative Support

Minimum Education: Associate's degree in business, accounting, finance or other relevant discipline. Three years' relevant experience may be substituted for degree requirements.

Minimum Experience: 2 years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Assist accounting/financial personnel and other project staff with finance-related administrative support such as documenting financial systems, data entry, basic

accounting functions and other duties as needed to support accounting and financial management activities.

Contracting Personnel

Minimum Education: Bachelor's degree in business, contracts administration/management, accounting, finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: 5 years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of progressively more responsible experience in federal contracts, budgeting, analysis, and other financial management areas.

Functional Responsibilities: Contracting Personnel assists with contract administration and management tasks, such as, timely contract closeout to de-obligate excess funds; closing the contracts; keeping records of contractual actions; assist with tracking workload and forecasting financial resources; review contract data; conduct contract audits and complete financial reviews.

Business Cost Estimating Specialist III

Minimum Education: Bachelor's degree in Business, Contracts Administration/Management, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Seven years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Business Cost Estimating Specialist III has senior-level mastery of the knowledge and skills associated with the complexities of Business Cost Estimating. Performs analyses and estimates for a variety of programs and takes on management activities to ensure cost analysis is conducted properly. Ability to plan short- and long-term costing projects with high funding levels. Develops and manages cost accounting systems and standards and advises accordingly. Resolves complex issues with program leads and managers, identifies options and negotiates with internal and external stakeholders for implementation. Advises senior management on fiscal aspects of program management, ensures fiscal integrity, and supports integration of acquisition decisions. The BCE Specialist III possesses in-depth knowledge of Federal financial and accounting policies, processes, and standards.

Financial Management Analyst IV

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Eight years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial Management Analyst IV's responsibilities include: planning and managing the work of financial and accounting project teams; designing financial processes and policies; managing improper payments and recovery efforts; working with client executives to review financial strategies and business objectives; communicating status of performance to client executives; and managing financial and business support functional responsibilities to support projects, including financial management of contract arrangements, resource planning and other general business administration functions that directly support the project. May lead teams of accounting, finance, budget and management analysts.

Financial Management Analyst III

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Six years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial Management Analyst III's responsibilities include: documenting business process flows for finance-related functions; testing internal controls; providing budgeting and accounting support; documenting requirements for financial management solutions; designing and testing functional components of financial management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

Financial Management Analyst IV

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Five years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial Management Analyst II's responsibilities include: documenting business process flows for financial-related functions; testing internal controls; providing budgeting and accounting support; documenting requirements for financial and business management solutions; designing and testing functional components of financial management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

Acquisition Financial Management Specialist III

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Six years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Acquisition Financial Management Specialist III has experience in acquisition planning, budgeting and related financial management. Manages development and evaluation of acquisition budget and program improvement plans. Resolves complex issues with program leads and managers, identifies options and negotiates with internal and external stakeholders for implementation. Advises senior management on fiscal aspects of program management, ensures fiscal integrity, supports integration of acquisition decisions. Manages all aspects of the acquisition management and reporting processes according to agency acquisition policies and guidelines. Reviews, allocates, or manages acquisition resources and programs. Performs acquisition analysis and forecasting and incorporates into financial processes and documentation.

Senior Financial Analyst

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Five years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Senior Financial Analyst has experience in Federal Government budget formulation and execution processes at the agency, department, or higher level. Strong analytical skills and the ability to recognize and comprehend complex issues, policies and regulatory requirements.

Financial Subject Matter Expert (SME)

Minimum Education: Bachelor's degree in Business, Accounting, Finance or other relevant discipline. Five years' relevant experience may be substituted for degree requirements.

Minimum Experience: Ten years' experience in accountant firm or business office assisting with accounting/financial tasks.

Functional Responsibilities: Financial SME has expertise in the Federal Accounting Standards Advisory Board, Federal financial rules, and best practices in commercial accounting, budgeting, or financial management processes. Works with clients to help maintain high standard of financial accountability; monitors and assesses achievement of strategic, financial and operational benefits; ensures planned business outcomes are achieved and helps adjust programs if necessary; provides guidance to project teams analyzing client data; develops plans to improve financial processes and operations; assesses use of technology to improve financial management operations; works with

client executives to review financial strategies and business objectives; and, communicates status of project performance to client executives. May lead teams of accounting, finance, budget and management analysts.

Labor Categories for SINs C874-1 and C874-6

Business Project Manager

Minimum Education: Bachelors or Professional Qualification, such as, PMP, CPA, MBA, CGFM or any other relevant professional certification.

Minimum Experience: Ten years of specialized experience, equivalent to at least the GS-14 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

Functional Responsibilities: Business Project Manager is responsible for meeting with top level managers and executives to define overall goals and objectives of projects. Prepares recommendations for resource requirements to accomplish the projects and negotiates with stakeholders to obtain needed resources and support. Prepares project plans and establishes system for review, control, and reports. Prepares agency directives, memoranda, policy statements, and other written guidelines and recommendations relating to projects. Develops project and program plans, goals, objectives, and milestones involving complex programs, systems, or issues of critical importance to the entire organization. Assesses project progress, conducts briefings, and prepares comprehensive reports with solutions and recommendations for top-level managers and executives. Coordinates the impact of projects with employees and managers in all affected areas and with external individuals and organizations. Represents program office where they will be located at, interests and endeavors for assigned projects, and functions as the resident expert relating to all aspects of project planning, execution, and implementation.

Business Management Analyst I

Minimum Education: Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; **or** three years' experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

Minimum Experience: One year of specialized experience, equivalent to the GS-9 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

Functional Responsibilities: Business Management Analyst I is responsible for supporting other more senior business management analysts and/or Business Project Manager on the project team. Assists with management studies in areas, such as, organizational design and staffing, operational systems and procedures work simplification; space utilization, and records management and

control. Employees in this class are capable of working independently with some supervision and oversight.

Business Management Analyst III

Minimum Education: Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; **or** three years' experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

Minimum Experience: 3 years of specialized experience, with one year of specialized experience in analytical activities, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

Functional Responsibilities: Business Management Analyst III conducts management studies in areas, such as, organizational design and staffing; operational systems and procedures work simplification; space utilization; records management and control, and budget preparation. Employees in this class also make recommendations for corrective action and management improvements to ensure efficient, cost-effective operations, and compliance with office requirements. Typical tasks include: presents written or oral reports of findings, conclusions, and recommendations for corrective measures or operational improvements to management; processes requests for services such as printing or equipment, and coordinates procurement and distribution; assists with or directs activities of independent contractors/vendors; provides technical assistance and guidance to operational staff during implementation through staff training, information, and clarification in problem areas, writing instructions and guidelines; designs or revises forms, procedures, and manuals; monitors effectiveness and conducts follow-up appraisals of recommendations; modifies as necessary.

Business Management Analyst IV

Minimum Education: Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field; **or** three years' experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

Minimum Experience: 3 years of specialized experience, with 2 years of specialized experience in analytical activities, which includes use of quantitative and qualitative techniques for analyzing and evaluating complex mission-oriented programs and projects for an organization.

Functional Responsibilities: Business Management Analyst IV plans, organizes, and conducts management studies of programs, organizational and staffing structures, and budgetary, operational

or other administrative systems and provides technical assistance and advice on program planning, fiscal and/or human resource management. Employees in this class also make recommendations for and assist in the implementation of new techniques or procedures to improve methods of operations, strengthen controls, and effectively utilize resources. evaluates new and existing programs for effectiveness, efficiency and conformity to established guidelines; determines quality of current services and benefits of alternative systems; researches, tracks or monitors administrative data; identifies actual or potential problem areas, discrepancies, or deviations in procedural, budgetary or operational systems; determines solutions and options; applies forecasting techniques to historical and current data to predict fiscal or program impact, refines predictions as additional information becomes available.

Business Management Analyst V

Minimum Education: Bachelor's degree in Business Administration, Public Administration, or closely related field or three more years of technical or staff level experience assisting in planning and carrying out various management improvement studies in a least one of the previously listed areas. A Master's degree in Business Administration, Public Administration, or a closely related field may be substituted for one year of the specialized experience.

Minimum Experience: 4 years of specialized experience, with 3 years of specialized experience in performing management improvement studies in such areas as a) organizational analysis, b) systems and procedures analysis, c) records management analysis, d) space utilization studies, e) work measurement or work simplification studies, f) cost benefit analysis, or g) other related efficiency and/or effective research studies.

Functional Responsibilities: Management Analyst V designs, plans, and coordinates or conducts analytical management studies of program policies, organizational structures and budgetary, operational, or other administrative systems and provides consultation on legislative or administrative issues, program planning, fiscal, and/or human resource management. Employees in this class provide management support for decision making, recommend policy, and promote administrative improvements. conducts or directs analysis of legislation, judicial activities, policy, and administrative issues affecting assigned department or areas of technical specialization; meets with management to establish priorities for projects in key areas; determines priorities for evaluation and conducts or coordinates the evaluation of existing or proposed administrative activities for effectiveness, efficiency, and conformity to established or agreed upon guidelines; determines quality of existing policies, services, and resource allocations and considers benefits of alternative systems;

Senior Supervisor Manager

Minimum Education: Bachelors or Professional Qualification, such as, PMP, CPA, MBA, CGFM or any other relevant professional certification.

Minimum Experience: 6 years of specialized experience, equivalent to at least the GS-13 level in the Federal service, which includes use of quantitative and qualitative techniques for analyzing and

evaluating complex mission-oriented programs and projects for an organization. Developing project and program plans, goals, objectives, and milestones involving complex programs, systems, or issues of critical importance to the entire organization. Assessing project progress, conducting briefings, and preparing comprehensive reports with solutions and recommendations for top-level managers and executives. Must have

Functional Responsibilities: Senior Supervisor Manager is the primary point of contact for customers and assists with defining goals and objectives of projects and/or tasks. Prepares recommendations for resource requirements to accomplish the projects/tasks and negotiates with stakeholders to obtain needed resources and support. Prepares project plans and establishes system for review, control, and reports. Prepares agency directives, memoranda, policy statements, and other written guidelines and recommendations relating to projects. Coordinates the impact of projects with employees and managers in all affected areas and with external individuals and organizations. Represents program office where they will be located at, interests and endeavors for assigned projects and functions as the resident expert relating to all aspects of project planning, execution, and implementation.

Senior Business Finance Consultant

Minimum Education: Bachelor's degree in business, finance, or closely related field.

Minimum Experience: 3 years of general experience and four years of specialized experience performing business management improvement studies in such areas as a) cost benefit analysis and (b) budget analysis. General and specialized experienced may be achieved concurrently.

Functional Responsibilities: Senior Business Finance Consultant is responsible for planning, coordinating and overseeing the research and analysis for special projects. Gathers, analyzes and presents financial information pertaining to the Agency's funds, the financial services industry, financial markets, as well as national and regional economic developments. Independently, performs, documents, and/or presents analysis, mathematical, and/or statistical calculations related to industry analysis, which can be used in organizational studies and internal and external office policy decisions.

Business Finance Consultant

Minimum Education: Bachelor's degree in Industrial Engineering, Industrial Psychology, Public Administration, Business Administration, or a closely-related field, or three years' experience assisting or participating in planning and/or carrying out management improvement studies in at least one of the following areas: a) organizational analysis; b) systems and procedures analysis ; c) records management analysis; d) space utilization studies; e) work measurement or work simplification studies; f) cost benefit analysis; or g) other related efficiency research studies.

Minimum Experience: 2 years general experience with 1 year of specialized experience in analytical activities. General and specialized experienced may be achieved concurrently.

Functional Responsibilities: Business Finance Consultant conducts management studies in areas, such as, organizational design and staffing, operational systems and procedures work simplification; space utilization, records management and control, and budget preparation. Also makes recommendations for corrective action and management improvements to ensure efficient, cost-effective operations, and compliance with office requirements.